



Role title:	Management Information Support Officer
Grade & salary:	E £20,199 - £25,380 per annum pro rata
Working hours/shift pattern:	18.5 Wednesday - Friday & 37 Hours expected Summer 2020
Location:	Derbyshire Force HQ, Ripley, Derbyshire, DE5 3RS
Post reports to:	Management Information Officer
Suitable for job share or part time:	Part time and Job Share (Future Full Time Summer 2020)
Other considerations (e.g. travel)	The successful applicant may, on occasions be required to be flexible around working hours to meet operational requirements.
Date last reviewed:	31 st January 2020

Purpose and Description of Job Role:

You will be responsible for producing accurate and timely management information data and reports to meet the Force's requirements, including the collating and submission of workforce data to meet national requirements. You will also play an integral part in the administration of Officer and Staff moves on the Force HR System, and to extract information as required, quality assuring the accuracy of the data.

Specific Roles and Responsibilities:

- Produce high quality management information reports on a monthly basis at both Force and Department levels.
- Attend resourcing meetings to present workforce data and highlight emerging trends.
- Complete nationally required workforce data returns to external bodies such as the Home Office, ensuring the accuracy of the data and meeting tight deadlines.
- Produce data for, and respond to, all relevant Freedom of Information requests in a timely manner.
- Maintaining and updating workforce establishment data and associated processes, organisational structures and positions on the HR system.
- Managing staff movements within the HR system.

Our principles

Doing the right thing Making a difference Shaping the future



- Working as a team, monitor two busy email inboxes dealing with all requests and responding to emails in a professional and timely manner.
- Develop and implement quality control checks on the HR Information System, identifying and addressing data quality issues.
- Interrogate and analyse reports from the HR System, manipulating and evaluating large and sometimes complex data sets.
- Support the HR function by carrying out other duties commensurate with the role.
- Work collaboratively and flexibly with other members of the team and colleagues, as well as public and private sector organisations.

Skills & Experience Required:

Essential:

- Excellent Excel skills, being proficient in the manipulation of large data sets using a variety of tools and functions, such as pivot tables, graphs, charts and advanced functions to analyse and illustrate workforce data.
- Fully proficient in the use of other Microsoft Office applications to include Word and Powerpoint and be familiar with data input, retrieval and report generation from Management Information Systems.
- Experience of producing written correspondence to a high standard, ensuring accuracy and attention to detail at all times.
- Experience of preparing statistical data and analysis of information for both internal and external customers, and producing accurate and well formatted management level reports for presentation to people at all levels.
- Experience of undertaking robust checks on data quality and accuracy.
- Organising own workload, working to tight deadlines and to achieve aims and objectives in a timely manner.
- Demonstrate an understanding of what is required in a customer focus role to ensure that a high level of service is provided, by telephone, email and face to face communication.

Desirable:

- Recognised training in Excel and other Microsoft Office packages.
- Previous experience of working in HR and using HR software systems.
- Experience of working in a police or similar complex environment.

Personal Qualities:

Our principles

Doing the right thing Making a difference Shaping the future



We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with Others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem Solving & Innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and Organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating & Influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal Development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering Results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer Focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational & Technical Awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

Our principles

Doing the right thing Making a difference Shaping the future

